

## MINUTES

July 12, 2012 Carlisle Housing Authority (CHA) Meeting

Attending: Carolyn Ing; Alan Lehotsky; W. Randall Brown

Guests: Toby Kramer, NOAH; Greg Peterson, Chair, Town of Carlisle Affordable Housing Trust

1. Meeting came to order at 7:30 p.m.
2. **Community input:** None
3. **Benfield Farms**
  - a. **License Agreement.** Alan Lehotsky gave an update to the board on the need for the Benfield License Agreement. This Agreement is important because it will allow NOAH access to the Benfield property in order to conduct well testing. A tested and permitted MassDEP Community Water Supply will be required by the Department of Housing and Community Development in order to close on the NOAH Benfield Farms One-Stop funding by the end of the year. The License Agreement will run through December 31, 2012. In addition, to the License Agreement, a Benfield Farms Ground Lease and a Development Agreement also be will be developed, reviewed and approved.

Mr. Lehotsky shared that the Board of Selectmen had approved the License Agreement at their July 10<sup>th</sup> meeting and that the Conservation Commission would be reviewing the document the following week. Following discussion and review of the License Agreement, W. Randall Brown made a motion to approve the License Agreement and to authorize Alan Lehotsky, as Chair to sign the document as well as to negotiate and approve any future amendments to the document. Carolyn Ing seconded the motion. All in favor, the motion passed unanimously.

- b. **Special Legal Services Contracts.** Mr. Lehotsky shared that on behalf of the Housing Authority, he had participated in the negotiation and development of two Special Legal Services contracts with Kathleen O'Donnell, Attorney at Law. The first contract was a joint contract with the Board of Selectmen and the Housing Authority for the provision of Benfield legal services for matters, which were under both entities and the Town's oversight. The second contract is a Legal Services contract with Ms. O'Donnell for the provision of legal

services, which are solely under the Carlisle Housing Authority's oversight.

**Benfield Farms Ground Lease.** Toby Kramer, NOAH gave a brief introduction on the work that NOAH is producing for the Benfield Farms Ground Lease.” The ground lease will be between the Carlisle Housing Authority and NOAH. Ms. Kramer agreed to attend the next Housing Authority meeting and to provide additional information and an update.

- c. **Benfield Lot 1 Mowing.** Mr. Lehotsky reported that due to the unusual amount of rainfall this spring, the Benfield Lot 1 field has had unusually high growth and needs mowing. He shared that Elizabeth D. Barnett, Housing Coordinator has been requesting mowing estimates. He shared that to the higher growth on the field and other market forces, the received estimates have been three times higher than last year. Alan Lehotsky made the motion to authorize Elizabeth D. Barnett, Housing Coordinator to negotiate and pay to have the field mowed, with funds coming from the Benfield development fund. Mr. Brown seconded the motion.

- 4. **Department of Housing and Community Development report from the Commission for Public Housing Sustainability.** Mr. Lehotsky shared that there had been a Commission which studied the statewide Public Housing Authority's, with the recommendation that tenant and other services be regionalized. He shared that the Housing Authority had a copy of the report for board review.

**Meeting Adjourned** at 9 p.m.

Respectfully submitted by Alan Lehotsky